



STUDENT HANDBOOK

AMERICAN LANGUAGE PROGRAM

American Language Program, Columbia University
School of Professional Studies
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Welcome!

Dear Student,

Welcome to the American Language Program at Columbia University! We are so happy that you have chosen to study English with us this semester.

In this Student Handbook you'll find lots of useful information about studying in our program and being a member of the Columbia community.

The ALP offers a unique educational and cultural experience. You are studying at an Ivy League university on a beautiful and historic campus here in Manhattan, and we hope you will make the most of your time with us. You can of course expect to study hard, but we also try to build a community to connect students that we hope you will be part of. Furthermore, you are also now living in an amazing city with so much to see and do, so in addition to your studies, we hope you will explore New York and learn what an incredible city it is.

This handbook has all the information you need to make your English studies at the ALP useful, enjoyable and memorable. It also explains how to follow the rules, how to participate in activities at the University this semester and how to make the most of facilities on and around campus.

If you still have questions after reading it, we're here to help!

Kind regards,

Mary Pickett

Director, American Language Program



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What to expect

Studying at a University in the United States

In the American education system, students are encouraged to participate and get involved. This may be different from the education system in your country. American instructors expect their students to speak, ask questions, and give their opinions. Responsibility for learning is not just on the teacher – it is also on the student!

Studying at the American Language Program

At the ALP we focus on teaching you academic English. You will learn language and skills to help you survive at an American university, such as essay writing, presentation skills and note-taking. However, the language and skills you will learn are useful in any English context, including the workplace.

Communicating in English is the only way to improve fluency. Maybe you know the grammar rules in the book, but can you use them? In our classes, expect to speak a lot and to do lots of work with your classmates in pairs and groups. Working together is a great way to practice English and learn from each other.

Also expect your teacher to correct your English. Making mistakes is okay – it's part of learning! Your teachers will not only correct your speaking and pronunciation, but also your writing. They will help you to identify your most common grammatical errors so you can learn to correct them yourself. You will learn pre-writing techniques and revising skills. You will learn how to write for an American academic audience.

Your Teachers

All our instructors are professionally trained experts in teaching English as a second language. They all have a minimum of a Master's degree and years of experience working with learners of English. Many have written textbooks and speak at professional conferences. All are passionate about teaching, and want to help you reach your goals.

Your Classes

Our intensive English classes are taught by a team of three teachers. They work closely together to plan a course based on what you need to learn most. Every day you will have at least one class, and sometimes you will have two. Our classes have a 'university style' schedule – this means you may have classes at different times each day, rather than the same time every day.

Books

In Fall and Spring, some levels will use textbooks, some will not. You can expect to spend up to \$150 on books if your class is using them. You can purchase the books in the Columbia Bookstore in Lerner Hall – or online if you prefer. Your instructors will tell you which ones to buy during the first week. You should have your textbooks with you for all classes. You might use several books within a two or three-hour class.

Columbia University

You are studying at an Ivy League university. This offers you many opportunities, from world-class libraries to interesting lectures by Columbia professors and thought leaders. Make sure you check email to find out what is happening. There are details about activities and much more in this handbook.

New York

You are in one of the most exciting cities in the world! There is a lot to do and experience. Obviously life here right now is still not quite back to normal, but there are still things to see and do. We hope you are able to expand your learning beyond campus. Your teachers and the Assistant Director for Student Life can help give you ideas and suggestions. You can also receive discounts with your Columbia ID.

Week One: Important things to do

There are several things you must complete before the start of the semester:

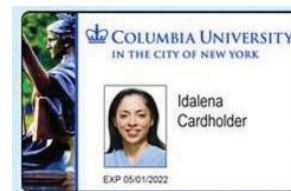
1. Get/revalidate your Columbia ID card
2. Start checking your Columbia email regularly
3. Get vaccinated (if you have not already done so) and get a Covid test in Lerner Hall (the required 'gateway test')
4. Download the ReopenCU App
5. Add Your Emergency Contacts in SSOL
6. Update your local mailing address
7. Complete SEVIS registration (if you are an F-1 student)
8. Tell the university of your decision about the meningitis vaccination
9. Confirm your enrollment in the Columbia University Medical Insurance plan (Intensive only)
10. Show proof of your Measles/Mumps/Rubella (MMR) vaccination (if you have not already done so)

1. Your Columbia ID Card

New Students

On arrival at the ALP, you will be given your student ID card. This is your official university identification card. Most new students will receive their ID at Day One check-in. If you do not receive your card at check-in, email the ALP's Admissions Advisor, Joel, at jc3303@columbia.edu and we will help you get it.

ID Center
204 Kent Hall
(212) 854-5883
Monday-Friday: 9:00-5:00



You can use the card to:

- use university libraries (see page 27)
- get FREE or discounted admission to museums and galleries (see page 29)

Note: the number on the back of the card is NOT your Student ID number. See 'Payment Procedures' below to find out your Columbia ID number.

Continuing Students

When you check in we will give you a new sticker for your card to show that you are a current student. This "revalidates" your ID.

Don't lose your ID card! You will need to pay \$20 to get a new one!

2. Start checking your Columbia email

All new ALP students get a Columbia University email account using LionMail (part of Google). With your Columbia email you will receive messages from:

- your teachers
- the ALP Office
- Student Services Online (your E-bill)
- the Columbia community

When your application was processed, you received a UNI (University Network Identification). Once activated, this UNI

becomes your Columbia University email address: yourUNI@columbia.edu.

It is very important that you “activate” (= start) your new email account. The university will ONLY use your Columbia email account to contact you, not your personal email address. Make sure you check your Columbia email every day!

TO SET UP EMAIL ON A MOBILE DEVICE

If you would like to set up your Columbia email on your phone, follow the instructions on the [CUIT website](#).

Have a problem with email? Call the CUIT Help Desk at (212) 854-1919 or [submit a ticket to the Service Desk](#).

3. Get vaccinated and get a Covid test in Lerner Hall

All students, teachers and staff are required to be vaccinated before the Fall semester begins. You will need to upload your documentation in the [Columbia Health patient portal](#). Proof of vaccination must be in English, so you may need to have your documents translated.

If you are unable to get an FDA or WHO approved vaccine prior to arrival, complete [this survey](#) and schedule an appointment in the Columbia Health patient portal to get vaccinated on campus in Lerner Hall for free after you arrive. You can also get vaccinated around New York for free - find open appointments [here](#).

All incoming students must also take a COVID-19 test 3-5 days after arrival, regardless of vaccination status. You can make an appointment for a test in the Columbia Health patient portal for Morningside campus Lerner Hall. It is free and quick. Only the Columbia test will be accepted. Without the Covid test you will not have a green pass to enter any buildings.

4. Download the ReopenCU App and Complete the Checklist

All students are required to download the ReopenCU App and complete the symptom check every day before coming to campus. The app is only available in the US app store. If you cannot access the app, you can also complete the symptom check using a [web browser](#). You MUST use ReopenCU every day before you can enter Columbia buildings with your CUID.

In order to get a green pass to access buildings, you must answer “none of the above” to questions about Covid-19 each day, and you must complete each of the following before your first class:

1. Read and sign the [Columbia Community Health Compact](#).
2. Complete a short online [safety training](#) program before coming to campus.
3. Get a Covid-19 test at Columbia before the semester begins.
Schedule an appointment in the [Columbia patient portal](#).
4. Submit your vaccination documentation in English via the Columbia patient portal.



5. Add Your Emergency Contacts

It is very important to list emergency contacts in SSOL (Student Services Online). This is the only way Columbia can contact “next of kin” (= family, friend, guardian) in an emergency.

To add this information:

1. Log into SSOL (<https://ssol.columbia.edu/>) using your UNI and password.
2. Click the “Addresses” column on the left.

3. Under “Other Contact Information,” add “**Emergency Contact Address.**”
4. Add “**Next of Kin Address.**”
5. Add “**Missing Student Contact Address.**”

In an emergency, Columbia is **ONLY** able to contact the people you list here, so please complete it fully.

6. Update Your Local Mailing Address

As an international student, you **must** update Student Services Online (SSOL) and SEVIS with your **local New York home address and telephone number**. The University will send university mail only to your local address.

To update your local address in SSOL:

1. Log into SSOL (<https://ssol.columbia.edu/>) using your UNI and password.
2. In the “**Your Data**” column on the right, click “**Address: View and Update**”. Your Permanent Address is listed here.
3. If your Local Address is different from your Permanent Address, click on “**Add Local Address**” in the “**Other Contact Information**” section.
4. Complete the form and click “**Submit**”.
5. To update SEVIS with your new address, please email Tomasz Tuleja at alpvisa@columbia.edu with your UNI and a complete US address.

Note: The US Government requires that non-immigrant students (students on an F-1 visa) must update SEVIS within 10 days of the address change.

7. Complete SEVIS Check-in (F-1 students only)

If you have an F-1 student visa, you must complete the online [SEVIS check-in form](#). To report your arrival, you will need to

- i. Log in to Compass using your UNI and your password.
- ii. Complete the registration form
- iii. Upload a copy of your visa and I-94 card.

Important note: if more than 7 days have passed, the government will consider you out of status, so do this step quickly.

See page 12 for more important visa information regarding students with an I-20.

Contact

Email Tomasz Tuleja with any questions: t.tuleja@columbia.edu

8. Give Your Meningitis Vaccination Decision

New York State public health law requires that the University give all students information about meningococcal meningitis and the vaccine that protects against this disease. Columbia students must decide if they want this vaccination and must certify this decision online.

To certify your vaccination decision, log on with your UNI and password to [SSOL](#)

What is meningitis? Meningitis is an infection of the fluid of a person’s spinal cord and the fluid around the brain. It is usually caused by a viral or bacterial infection. For more information, see the [Columbia Health website](#).

9. Confirm Your Enrollment in the Columbia University Medical Insurance Plan

All Intensive ALP students are required to have Columbia Medical Insurance. Visit [Columbia Health](#) for details. Log onto [Student Services Online](#), click “Miscellaneous, then “Health Insurance Enrollment.” Follow the instructions to enroll.

*1) SACM students with government sponsored insurance or 2) students with comparable U.S. based health insurance from an employer can submit an exception request to remove the Columbia medical insurance plan. You must do this before the enrollment deadline or you will be charged for Columbia insurance, and Columbia Health will not remove it later. See page 9 for information on this process.

Note: Students studying in semi-intensive or part-time classes are not required to have Columbia Medical Insurance.

10. Return Your MMR Form (If You Have Not Already Done So)

All ALP students must follow the Columbia Health office’s rules for immunization against Measles, Mumps and Rubella (immunization = vaccinations against sickness and disease). You should complete this requirement before arrival to ALP.

If you have already had these vaccinations at home or in the US, you should submit your documents to the Columbia Health office. You will not need to be immunized again if you can show you had the vaccinations. If you have not, you can make an appointment at Columbia Health for be vaccinated for a fee. Columbia Health Insurance does not cover the expense, so you will have to pay for it yourself.

[Immunization Requirements](#)

[MMR Information](#)

The [Columbia Health MMR \(Measles, Mumps, Rubella\) Form](#) (under “Immunization Compliance”)

You can submit the MMR form to the Columbia Health office by:

Email: immunizationcompliance@columbia.edu with the subject line **Immunization Compliance Records - [Your UNI and American Language Program]**

or

Upload: Via the [Columbia Health patient portal](#)

If you are not compliant, there will be a HOLD on your Columbia account. A ‘hold’ means you will not be able to register for classes or begin your studies. It is very important that you complete your MMR form immediately.

Campus Safety

Columbia is working hard to make sure that Columbia's campus is the safest place possible for our students, faculty and staff. This will require everyone in the Columbia community to do their part.

At the beginning of the semester:

Review Columbia's [Covid-19 Resource Guide website](#), so you know what to expect and how to prepare.

While on campus, follow Columbia's guidelines:

- Complete the daily symptom tracker on the Columbia app [ReopenCU](#) each day *before* arriving on campus. If you answer "none of the above" to all three questions, you will receive a green pass on the app. You will not be allowed inside any of the buildings on campus if you do not receive a green pass or if you do not complete the questions. If you cannot download the app, you can answer the questions in a [web browser](#).
- Bring your CUID. You will need this to enter Columbia buildings.
- Follow campus guidelines about masks and social distancing. Note: These may change throughout the semester, depending on the health situation in New York.
- Columbia will select random people for Covid-19 testing on a regular basis. Be sure to check these emails and schedule a test when asked.
- Stay home if you're not feeling well.
- Follow the [Enhanced Health and Safety Policy](#).
- Keep shared spaces clean. Wipe your desk, shared computer or study space when you arrive **and** when you leave. The University will provide disinfectant sprays or wipes for you to use. [Columbia staff will also clean high-touch surfaces throughout campus regularly](#).

Stay updated:

We know this is a lot of information to keep up with. Visit <https://covid19.columbia.edu/> for the latest updates on Columbia's response to Covid-19 and what you need to know about coming onto campus.

Have questions?

Call 212-854-9355 between 9:00am-5:00pm Monday through Friday for general questions on COVID-19. They can provide information on testing, contact tracing, isolation, and quarantine.

If you're not feeling well, call Medical Services at 212-854-7426, available 24 hours a day.

Quarantine and Isolation Support:

Columbia Health has designed a series of programs and services to support your well-being needs while in quarantine or isolation in New York. <https://health.columbia.edu/content/quarantine-and-isolation-support>

Medical Insurance

The US health care system is probably very different from the one in your own country. There is no “national” health care system here that the government pays for. Without medical insurance, costs can be very, very expensive.

1. Medical Insurance Requirements

All Intensive students in the U.S. are required to have **Columbia Medical Insurance**.

Note: If you are a part-time or semi-intensive student, you are not required to have Columbia Medical Insurance.

Columbia Medical Insurance helps pay for visiting specialist doctors off campus (outside of Columbia Health), for hospital stays, and for prescription drugs. The Columbia plan is managed by **Aetna Student Health**. For more information on benefits and claims [visit their website](#).

Students are automatically enrolled in the Columbia plan.

There are no exceptions to the Columbia Medical Insurance requirement unless you 1) are sponsored by Saudi Arabia Cultural Mission (SACM) or 2) have a US-based, Affordable Care Act-compliant, employer-sponsored plan that meets all of the exception criteria on the [Columbia Health website](#). Students in one of these two categories must submit an **exception request** in the [Columbia Health patient portal](#) **before the September 30 deadline**. Students who do not submit an exception request before the enrollment deadline will be charged for Columbia Medical Insurance. This charge will not be removed. Students who do not need Columbia insurance must still pay the Columbia Health Fee. If you submitted an exception request in the Fall, you will need to do so *again* before the spring semester starts.

Columbia Medical Insurance charges will automatically be added to your first **E-bill**. If your exception request is accepted, the insurance charge will be removed from your account.

Students who continue from Fall to Spring: Columbia Medical Insurance automatically transfers to the new semester. Students who study in Spring: Columbia Medical Insurance automatically includes Summer.

2. Columbia Student Medical Insurance Cards

You need your medical insurance card to prove (show) you have health insurance when you visit a doctor.

You will receive your Columbia medical insurance card from Aetna Student Health online around 7 days after you confirm your enrollment. To print your card, visit the [Aetna Student Health website](#), choose Columbia University, click Morningside Students, and enter your UNI and birthdate.

Columbia Health Fee & Health Resources

All students will be charged the \$623 **Columbia Health Fee**.

The Columbia Health Fee allows students to access Medical Services, Counseling and Psychological Services, Disability Services and Alice Health Promotion at no additional cost.

For health fee rates and dates visit <https://health.columbia.edu/content/cost-service>

1. Feeling sick?

If you have paid the Columbia Health Fee, you can contact **Columbia Medical Services** to talk to a doctor/nurse if you are feeling sick. You do not need to pay; the Columbia Health Fee covers to cost.

Make an appointment by phone: (212) 854-7426 or through the Columbia Health [patient portal](#).

Columbia Medical Services is in John Jay Hall, 4th Floor. Currently, you cannot simply walk into their office.

Hours:

Monday – Friday: 9:00am – 4:30pm

In the US, *people only go to the hospital when they have an emergency*. The Emergency Room is a very expensive way to see a doctor. **So, if it's not an emergency, contact Medical Services first.** They will tell you if you need to see a specialist (= a doctor who can help with particular problems) or get other help.

If you have an emergency on campus, call (212) 854-5555 for Columbia University Emergency Medical Service. If you have an emergency off campus, call 911.

If you need help after Columbia Medical Services is closed, you can

- Call the after-hours clinician: (212) 854-7426
- Visit an urgent care clinic nearby:

Cure Urgent Care

103rd & Broadway
2689 Broadway, New York, NY 10025 (212) 776-4320
Monday-Friday: 8:00am-8:00pm
Saturday-Sunday: 9:00am-8:00pm

CityMD

104th & Broadway
2710 Broadway, New York, NY
10025 (212) 658-0676
Monday-Friday: 8:00am-8:00pm

2. Counseling & Psychological Services

Counseling and Psychological Services supports the psychological and emotional well-being of all Columbia students with counseling and crisis intervention. In the US, it is very normal to talk to a counselor, and there is no shame or disgrace about doing it. Many people see psychologists or psychiatrists, and they can be very helpful.

If you are sad, depressed, anxious, cannot concentrate, have trouble sleeping, and/or have changed your eating habits, you may want to talk with a counselor. Anything you tell the counselor is strictly confidential; s/he cannot tell anyone without your consent. In some cases, a counselor in your native language may be available. To learn more, watch their informative [video](#).

Students can also join workshops with topics such as self-care and dealing with anxiety. A list of events is [here](#).

3. Office of Disability Services

If you have a disability, please contact the Office of Disability Services (ODS). They help students with accommodations or support services for any disability. If you have documentation of a learning disability, you may be permitted to get extra time on exams. If you think that you may have a learning disability, ODS can schedule a consultation or diagnostic testing and help you find a provider. Talk to Jana Quigley for more help.

Throughout the semester, Disability Services provides several workshops in the areas of study skills, note-taking, test preparation and time management for students with disabilities. Contact: disability@columbia.edu

4. Alice! Health Promotion

Alice! Health Promotion connects students with information and resources on many topics involved health and well-being. You can ask questions confidentially about things you want to learn more about, such as eating disorders, coping with stress, or sexual health. Contact: alice@columbia.edu or (212) 854-5453.

ALP Visa & Immigration

1. Overview

The Office

The Office of Immigration Advising provides immigration services for new and returning ALP students. It can help with requests for student visas and with questions about maintaining your status. It can also help with questions about travel abroad, extension of study, transfers and immigration obligations while you are a student at Columbia's ALP.

Contact

Phone: 212-854-3586, email: alpvisa@columbia.edu

Visit the [ISSO website](#) for helpful information for international students.

Maintaining visa status is your job

You must take full personal responsibility for learning about and following the law.

The ALP must tell the government if you withdraw from the program, stop coming to class, register for part-time instead of full-time study, or simply do not register at all.

Being “out of status” is serious — You may be deported and it may be difficult to return to the United States in the future.

The ALP takes your visa status, and your studies, very seriously. The program will track if you are regularly attending, and if you are making satisfactory progress with your English. These are requirements for maintaining your F1 status. For more information on attendance and progress requirements, see the “Academic Matters” section of the handbook.

You must complete the online SEVIS check-in form at the beginning of the session.

2. While You are Studying at the ALP

Update your SEVIS information at the beginning of each session. You must give us your new address every time you move. Update your address using [Compass](#).

If you don't give us the information to keep your SEVIS record up to date, you may be deported or may have problems getting another visa in the future.

Keep all of your I-20s the whole time you are in the U.S.

Keep your passport valid. Always make sure that your passport is valid for at least six months into the future. If your passport will expire in six months or less, contact your country's consulate in New York or its embassy in Washington, DC for help.

Extend your I-20 before it expires. If you want to continue at the ALP beyond the program end date on your I-20, you must extend your I-20 before it expires using [Compass](#). Please use the ‘Extend your I-20’ link on the website. Remember that all extensions require you to upload new financial documents. A sponsor letter template is available on the website. **Not letting your I-20 expire is extremely important at**

the moment, as getting a new I-20, leaving and returning is made more difficult because of the pandemic.

3. If You Want to Leave and Come Back

Avoid trouble if you need to travel outside the U.S. during the time that you are a student here:

- 1) have your I-20 endorsed on the second page by Tomasz before you leave the country
- 2) carry your I-20 with you when you travel
- 3) carry your financial documents with you when you travel

Note: use extreme caution if you travel outside the USA during the Spring semester. Talk to Tomasz to get advice. We do not recommend unnecessary travel at this time.

Avoid problems during vacation. After you have studied full-time for a minimum of 6 months in a row, you have the option of taking a vacation during which you may remain in the United States without studying if and only if you will be returning to the ALP after your vacation. You must notify the ALP International Student Advisor that you will be on vacation so that your SEVIS records can be updated. Whenever you travel outside New York, be sure to have your passport and your original I-94 with you—as well as a travel-endorsed I-20 if you plan to leave and re-enter the country.

4. When You Finish Your Studies at the ALP

Leave the U.S. within 60 days after your studies are completed. When you finish studying at the ALP, you have 60 days to leave the United States, to transfer to another school, or to change to another immigration status. If you stay in the U.S. longer than 60 days after you have finished studying, you will be considered out of status and may have problems returning to this country in the future.

Leave the U.S. within 15 days if you withdraw from the program before the end of the course. You can withdraw during a course if you are planning to return to your home country immediately. We will report the withdrawal to SEVIS.

5. If You Wish to Transfer out to Another Institution or Withdraw

Follow the procedures listed below to transfer the supervision of your visa/status to another institution:

1. If you registered for ALP courses this session, but wish to withdraw from the ALP this session:

See page 9 for complete instructions on withdrawal procedures.

2. If you are registered for ALP courses this session, but wish to transfer out to another school this semester:

Choose the 'Transfer-out Request' link [here](#). Follow the instructions on the page and upload the necessary documents in support of your transfer.

3. If you have completed ALP courses this session, but wish to transfer out to another school:

Click [here](#) and choose the 'Transfer-out request' link on the website. To complete your transfer, you will need to upload: a) Admission Letter from your new school, b) Transfer-in Form from the school to which you wish to transfer. Your transfer will be processed within 7 business days upon successful submission of your request via Compass.

6. Important Terms You Should Know

SEVIS – The Student and Exchange Visitor Information System (SEVIS) is an internet-based government system that keeps track of international students, scholars, and their dependents. SEVIS communicates with schools and universities, U.S. Embassies and Consulates, airports and other ports of entry into the U.S., the Immigration Service (USCIS), and the Department of Homeland Security (DHS).

I-20 – The I-20 (also called the certificate of visa eligibility or visa certificate) is created by schools and universities through SEVIS. Your I-20 and electronic updates in SEVIS are permanent records of your activities as a student in the U.S.

F-1 Visa – The U.S. Embassy or Consulate abroad gives you your visa and stamps it into your passport. Visas are never issued or extended by schools or universities. After you are in the U.S., it does not matter if your visa expires; permission for you to be in the U.S. will remain current for the whole time written on your I-20, if you are attending classes on a full-time basis, and if you are registered in SEVIS each term. If your visa has not expired and then you leave the country, you may use it to return. If your visa expires while you are here and then you leave the country, you will need a new visa in order to return. You will need to apply again at the U.S. Embassy or Consulate for a new visa.

I-94 is your most important immigration document because, together with your valid I-20, it proves that you are in this country legally. The notation “D/S,” which means “duration of status” refers to the period during which you may remain in the U.S. on your current I-20. The I-94 is also a record of your arrivals and departures. NOTE: To print your I-94 go to [this link](#).

7. Some Helpful Resources

You may visit the following websites if you wish to learn more about U.S. immigration regulations. These links may change at any time. Please contact the ALP if you have trouble finding these sites.

- [U.S. embassies/consulates abroad](#)
- [Fees for visa services](#)
- [Visa denials](#):
- [US-VISIT](#):
- [Department of Homeland Security](#)
- [The United States Citizen and Immigration Services](#)
- [Immigration and Customs Enforcement](#)
- [Study in the States website](#) for prospective and current international students

Paying for the ALP

1. Tuition & Fees

Students are charged tuition and various fees for each session. You can find a full list of tuition and fees on the [ALP website](#).

2. E-bills

You will receive your University bill for tuition, fees, and other charges *after* the semester begins, according to the Columbia monthly billing schedule. You will receive an email in your Columbia account when your E-bill is ready.

You can find the [E-Bill schedule here](#). You will find your E-bill in [SSOL](#).

You may have new charges on your E-Bill each month, so after you pay, check each monthly statement to make sure your balance is 0.

Payments must be **made in full by the due date** or you will have late payment charges.

For questions about your E-bill, contact:

Student Financial Services

Tel: (212) 854-4400

For more information, visit the [online Q&A tool](#)

3. Ways to Pay

You can find full information on paying your Columbia E-bill [here](#).

**Note: Columbia does not accept credit cards or cash.*

Students may make tuition payments in the following ways:

1. Payment by Online E-Check

If you have a U.S. bank account, you can pay your E-bill online with an E-Check. In SSOL, click **View E-bill**, then **Make Payment**, then choose Online E-check. Enter your account number and routing number.

2. Payment by Wire Transfer

If you only have a foreign bank account, you can pay your E-bill online with a Wire Transfer. In SSOL, click **View E-bill**, then **Make Payment**, then choose International Payment. You can use either Western Union or Flywire to pay. Follow the instructions for adding your home country's bank information.

3. Sponsored Students

- Sponsored students are those whose studies at Columbia University are funded directly by a Third Party, or sponsor. Examples of sponsors are an employer, educational institution, government agency, foundation, grant, embassy, or other institutional source.
- If you are a sponsored student, you need to set up Third Party Billing, so that your sponsor will receive an invoice for your tuition and fees. For instructions to set up Third Party Billing, visit the [SFS website](#).

4. Tuition Exemption (For Columbia Employees)

- All Columbia employees must check with their Human Resources benefits officer or their department to see if they are eligible for the University's tuition exemption benefit policies. The School of Professional Studies cannot do this for you. You may also visit the [HR website](http://hr.columbia.edu/) for more information: <http://hr.columbia.edu/>.
- If you have tuition exemption, please take your Tuition Exemption Form to 210 Kent Hall to pay for the class. The Cashier's Office in 210 Kent Hall is open Monday-Friday, 9:00 AM – 4:00 PM. Save all receipts from registration. The tuition exemption benefit only covers the course tuition. It does not cover any course fees, such as the materials or instructional fees. You are responsible for making the payment for such fees. Please make these fee payments on time, so that you may avoid any late payment charges.

Withdrawal Procedures

1. Refund Policy When Dropping Entire Program (Withdrawal)

Sometimes students decide they cannot continue at the ALP and need to withdraw during the session.

Withdrawal = quitting all classes in one session. Note: telling an instructor that you will no longer attend class or sending them an email does not mean you have withdrawn. You must withdraw officially with the ALP office.

How to Withdraw:

- (1) Contact Jana Quigley, Assistant Director of Student Life: jmq2107@columbia.edu.
- (2) Submit the completed "Notice of Withdrawal" form online.
- (3) F-1 Student Visa holders: Complete your withdrawal in [Compass](#). Email Tomasz Tuleja t.tuleja@columbia.edu with any questions.
- (4) Pay the \$75 withdrawal fee in SSOL.
- (5) You will receive an email confirmation of your withdrawal from the Office of Student Life.

Deadlines for dropping individual courses vary by school. If you are not a Professional Studies (SPS) student, please refer to your home school's academic calendar for dropping individual classes.

What happens if you do not complete the drop or withdrawal process?

- Result in a mark of UW (unofficial withdrawal) for the course = looks very bad on your record and may result in academic probation or dismissal = unable to continue classes at Columbia.
- You are charged full tuition for the course = still need to pay for a course you did not attend.

A 100% refund is only given during the first week of classes.

Note the different deadlines for dropping individual ALP courses. See the schedule below.

2. ALP Withdrawal and Tuition Refund Schedule

Spring Session	
14-Week Courses	
<i>Withdrawals Received:</i>	<i>will be refunded:</i>
during week 1	100%
during week 2	50%
after week 2	0%

Academic Matters

1. Attendance

Students are expected to attend all classes. Certificates of Attendance are given to those students who attend 90% or more of the classes.

Attendance is reported on the final grade reports.

Lateness

Students are expected to join all classes on time. If a student is more than 10 minutes late, they will be marked an hour absent for that hour.

Absences

Students may miss up to 10% of classes without penalty. See below for the number of permitted absences in each session:

- Fall and Spring Semesters (14 weeks each) - 10% = 25 hours

Whatever the reason, an absence is an absence: there are no 'excused' absences. Every absent hour counts towards your permitted absences, so use them carefully.

However, given the current global health situation, if there are circumstances that prevent you from joining your class, please communicate with your teachers, preferably before class.

End of Week:	90% attendance - Absent no more than:	End of Week:	Total hours of absences:
1	2 hours	8	14 hours
2	4 hours	9	16 hours
3	5 hours	10	18 hours
4	7 hours	11	20 hours
5	9 hours	12	22 hours
6	11 hours	13	23 hours
7	13 hours	14	25 hours

2. “Good Standing” in the American Language Program

OK	Attending at least 90% of a class at all times* Doing class work and homework Good academic behavior Making progress Receives a final grade of B- or better	ALP is happy! There are no problems with your studies.
First Warning	Missed 11-14% of class at ANY point in the session OR Not doing class work and/or homework	ALP is worried. We are watching you closely. You must improve or you will be put on Academic Probation.
Academic Probation	Missed 15% or more at ANY point in the session OR No improvement since First Warning OR Not completing class work and/or homework at an acceptable level OR Inappropriate (=very bad) academic behavior OR Received final grade of C- (Spring, Fall, AAP) OR No significant progress in English after 2 semesters*	ALP is not happy. You must improve or you will be dismissed from Columbia (this means you will need to leave.)
Dismissal	No improvement since Academic Probation OR Missed 20% or more of classes at ANY point in the session OR Received final grade of UW, D or F OR No significant progress after 3 semesters	ALP does not want you in the program. You must leave immediately. If you are in University housing, you must move out. You cannot return to the ALP in future. F-1 Student Visa holders: your SEVIS record and I-20 will be terminated. You need to leave the US immediately.

*Significant progress = a level promotion at the end of the semester. Two semesters = Fall + Spring or Spring + Fall. [ALP summer is considered different because of the shorter sessions, and because the main focus is not a level promotion. However, grades and level may be taken into consideration for students studying the full summer: ABC or A+AAP.] If there is no significant progress in the third semester, the student may be asked to **withdraw** or may face **Academic Dismissal**. Making progress with your English is very important. Students on F-1 Student Visas are required to show they are making regular progress in their studies.

Academic Dismissal means that the student is required to leave the University and may not enroll in any future courses at the American Language Program. The dismissal will remain on the student’s permanent University record and may affect future acceptance into any other program at Columbia University. A student may be dismissed at any point in the semester.

At any time, a student may be placed on Academic Probation and may face Academic Dismissal if the student demonstrates disrespect for University behavioral standards and academic discipline.

3. Grading

For students taking letter grade courses, an explanation of ALP letter grades:

A = excellent; exceeds Student Learning Objectives for the level; grade of 90-100

B = good; masters Student Learning Objectives for the level; grade of 80-89

C = fair; partially masters Student Learning Objectives for the level; grade of 70-79

D = poor but passing; shows little or no mastery of Student Learning Objectives; grade of 50-69

F = failing; has failed to meet attendance, work, and/or progress requirements for the class

UW = unofficial withdrawal; has not attended any teacher's class for 2 weeks or more, without explanation.

ALP registrants in Fall and Spring Intensive and summer Advanced Academic Preparation have the choice of **Letter Grade** or **Pass/Fail**.

Letter grade is the default (normal) setting - teachers always submit a letter grade. However, if students want Pass/Fail, they have to formally choose to do so by completing a [Registration Adjustment Form](#).

Approval is required to make the change. Talk to the ALP Advisor for help with the process. After the switch, the letter grade submitted by the teacher will be automatically changed to Pass/Fail by the Registrar.

Check the [Academic Calendar](#) for the deadline to submit a Pass/Fail request.

Some ALP courses have a "Pass/Fail Only" designation in the University Registrar's system. For these courses, it does not matter in which school the student is registered. ALP courses for which P/F is the only option are:

- Listening and Speaking for International Students
- ALP Summer A, B, and C
- Winter Institute
- Pronunciation
- International Teaching Fellows Training
- English for Professional Purposes: Business
- English for Professional Purposes: Law

Some ALP courses have a "Letter Grade Only" designation in the University Registrar's system. For these courses, it does not matter in which school the student is registered. The ALP courses for which a letter grade is the only option are:

- English for Professional Purposes: SIPA
- Advanced Academic English for Graduate Students

Non-ALP registrants (in GS, CC, SEAS, GSAS, Law, Business, SIPA etc.) must take their ALP course(s) for a Letter Grade only, with the exceptions for "Pass/Fail Only" courses listed above. Non-ALP registrants must take Letter Grade Only if they are in:

- Academic Writing
- Z1007 Advanced Academic Writing

Visit the SPS website for more information on grades for [more information on grades](#).

Grades and Promotions

Letter Grade	Notes on student achievement in each of the four skill areas: Reading (R), Writing (L), Listening (L), Speaking (S)	Promotion
A+	A's in all four skills: AAAA It means you exceed the outcomes in <i>all</i> skills.	2 level promotion
A	LEVELS 1-5: AAAB, with a B in any skill LEVELS 6-9: AAAB, but the B cannot be in W or S You can't get a C in any skill.	1 or 2 level promotion For a 2 level promotion, the 2 A's must be in W + S
A-	Any combination of AAAB, with a B in any skill Or AABB with A's in W and S You can't get a C in any skill.	1 level promotion
B+	AABB - with B's in W and/or S Or any combination of AB BB Or BBBB for students at the top end of B (85-89%)	1 level promotion
B	B's in all four skills: BBBB It means you meet the outcomes in all skills.	1 level promotion
B-	BBBC (or ABBC, ABAC, etc) with a C in W or S ALL LEVELS: If C is in S, then you <i>may</i> get a promotion, but you will really need to work on your speaking. LEVELS 7-9: If C is W, then there is no level promotion BBCC - but <u>only</u> if you get Bs in W AND S (you cannot get a B- if you get C's in W and S)	LEVEL 1-6: 1 level promotion LEVEL 7-9: 1 level promotion but NOT at level 7+ if C is in W
C+	BBCC with C in either W OR S (not both) You will really need to work on your S or W	No level promotion
C	BBCC, with C in W and/or S CCCB To get a C grade overall you need to get a B in at least one skill.	No level promotion
C-	C's in all four skills: CCCC	No level promotion
D	A combination of Cs and Ds	No level promotion

4. Levels

The ALP has 8 levels of instruction. Level 2 is pre-intermediate ability and level 9 is advanced. A student who reaches level 10 has completed the program.

ALP Level	Level Description	Common European Framework of Reference (CEFR)
2	Pre-intermediate	A2
3	Intermediate	B1.1
4		B1.2
5		B1.3
6	High intermediate	B2.1
7		B2.2
8	Advanced	C1
9		C2.1

For complete information on all ALP levels and student achievement, check the Canvas site for your class (left menu, 'Student Achievement Scale')

5. Placement

Student placement is initially determined by scores on the Oxford Online Test (OOPT) and/or the ALP Day One Writing Exam or ALP Essay Exam.

The ALP Day One Writing Exam is taken by all new intensive students. It is a 60 minute exam.

Students who are enrolled in or applying to a degree program at Columbia University who have been referred to the ALP by that program may have their placement determined by the ALP Essay Exam. This is a 105 minute writing test.

Your teachers will check your placement during the first week of class and recommend adjustments if needed, and if the levels permit. The only exception to this is students placed by the ALP Essay Exam, whose placement is final.

6. Level Promotions

Promotion decisions are based solely on each student's proficiency in the various language skills. In general, oral fluency and listening comprehension are the most important skills to consider at the lower levels, while writing becomes increasingly critical from Level 5 or 6 upward. (Promotion decisions are not based on a student's effort, attitude, attendance, or participation, which tend not to be good indicators of the student's ability to handle the academic challenges of a particular level.)

A "typical" promotion in the intensive program is considered to be one full level (5b to 6b, for example) after 14 weeks of solid progress. For part-time students in the 6-point program, Academic Writing for International Students, a full-level promotion is possible, but anything more than that is exceptional. Students in Listening & Speaking and Pronunciation do not receive level promotions.

There are no level promotions after individual four-week sessions. It is not enough time to make progress to handle a new level

Students who have completed A+B+C (12 weeks) may be eligible for a level promotion. Promotions (if any) will be based on a final exam and instructor recommendation. This is the only way students can receive a full level promotion.

Students taking Advanced Academic Preparation may receive a level promotion if they choose to take the optional Qualifying Exam, but this is not the main aim of the course, and there is no guarantee enough progress will be made to receive a level promotion after only 8 weeks.

Sometimes students need more time at a particular level in order to receive a promotion and to make progress - this is particularly the case in the upper levels of our program, where the standard required for promotion is very high. This means repeating a level may be necessary. The ALP understands that every learner is different, and works to support students who need more time at a level. Repeating a level once is not uncommon. Repeating a level two or three times is cause for concern - see the section on, 'Good Standing'. Note for F-1 student visa holders in the ALP Intensive: regular progress is required for you to maintain good status.

7. Program Completion

1. Intensive language program applicants who, upon arrival at the ALP, test into ALP Level 10 may study for one term only in the highest intensive level available at that time; normally, this is a class at Level 8-9.
2. Students who are taking the Fall or Spring ALP Intensive Program or part-time Academic Writing course at Level 7, 8, or 9, and who are not current Columbia degree candidates must take the ALP's end-of-term Qualifying Exam to be considered for a level promotion. The promotion score on that exam will determine the ALP level the student may take in the subsequent term of study.
3. Columbia University degree candidates referred to the ALP for language instruction in the ALP Intensive Program or part-time Academic Writing course regardless of current level must take the ALP's end-of-term Qualifying Exam. The promotion score on that exam will determine whether the student has met the English proficiency requirement set by his or her degree program, or whether a subsequent term or terms of study will be required.
4. Students who are promoted to ALP Level 10 at the end of an intensive class have completed the ALP program. This is a great achievement and demonstrates a very high level of English proficiency. Students who have completed our program may not repeat intensive level 8-9 in fall and spring, but may be permitted to take summer intensive and/or AAP classes.

8. Placement or Promotion Appeal Policy

Initial Placement into ALP Classes

- Placement into ALP classes is double-checked by course instructors during the first week of classes.
- Official re-assignment of level is done only by the Director in consultation with the lead instructor for the course.
- Students who believe they are in the wrong level should speak with their instructors.
- Changes of level are not possible beyond the first week of classes.

End-of-Term Course Promotions

- End-of-Term promotions are the product of careful consultation among faculty members and are based on work done throughout the semester and final exams.
- Only in the most unusual of circumstances may appeals be made to the ALP Director by email, and then only within one week of the student receiving official notification of results.

9. University Credit Courses (Fall and Spring Semesters only)

ALP students who have reached Level 8 or 9 and who have achieved excellent results in their English classes are eligible to take one Columbia University subject-area course in addition to their intensive English course. The advantages include learning more about a specific subject area; becoming familiar with the American university classroom; practicing language skills such as lecture comprehension, note-taking, textbook reading, essay writing; and earning university credit (which in some cases may be applied to a degree program).

University credit courses are very challenging. In American universities, regular attendance and completion of all homework assignments are expected, so you need to be very serious and willing to work hard. The final grade (A, B, C, D or F) becomes part of your official University transcript, and a poor grade (even a B-) might hurt your chances of being accepted into a university degree program in the future.

Tuition: University subject-area courses are credit-bearing courses. Some university courses are 3 points, some are 4 points. Thus, tuition is charged at the 'per point tuition rate' and is not included in the ALP tuition. Tuition information can be found at <http://sps.columbia.edu/postbaccalaureate-studies/tuition-and-fees>

Restrictions: Please note the following restrictions on university credit courses:

- University credit courses are only available to ALP students who have reached Level 8 or 9.
- University credit courses are only available to students who achieve an A- grade in the intensive program.
- University credit courses are only available to students who have a recommendation from their instructor.
- Students may not take university credit courses during their first semester at the ALP.
- Students can only choose courses that begin after 6:00pm.
- All requests to take university credit courses must be approved by the ALP. Students should avoid courses in fields such as History or Philosophy that require very advanced writing skills.

ALP students interested in exploring this academic option further should talk to their instructors and ask for a Course Approval Packet. Typically, ALP students interested in taking university credit courses during the Fall semester should talk to their instructors no later than July. ALP students interested in taking university credit courses during the Spring semester should talk to their instructor no later than November. Students can also ask the ALP Advisor for an advising appointment: alp-advising@columbia.edu.

10. Academic Advising

The ALP can help you if you have questions about your studies.

Advising about your English studies:

Your teachers know most about your abilities in English. We first recommend you talk to them if you have questions, or would like extra help.

If you have other questions or would like more advice about your English learning and your classes at the ALP, please make an appointment to talk with the Director, Mary Pickett: mp3045@columbia.edu.

Advising about going to university in the U.S.:

If you have questions about applying to university in the US, we are happy to help you. Please contact Jana Quigley, Assistant Director of Student Life, to make an appointment: jmq2107@columbia.edu.

11. Academic Dishonesty

Columbia University expects students to act honestly. Academic dishonesty in any form will not be accepted and will result in serious action.

Because the School of Professional Studies takes matters of intellectual honesty very seriously, academic dishonesty is not tolerated. Acts of academic dishonesty include but are not limited to:

- Cheating on examinations, including the American Language Program placement test.
- Making up (inventing) information in any course or laboratory work.
- Misrepresenting (giving incorrect information) about one's academic record at Columbia or elsewhere.
- Plagiarizing (copying) another's work or one's own, including the submission of work prepared by or purchased (bought) from another.

- Helping others in plagiarism.
- Lying in connection with any academic matter, including applications for admission or financial aid.
- Creating, changing or misusing University documents.
- Improperly using libraries or the materials they contain.

Academic misconduct carries severe penalties. Plagiarism (copying someone else's writing, or your own writing), whether intentional or not, can result in a failing grade on the assignment and in the course. For degree candidates, this could mean immediate dismissal from their program of study. The ALP takes plagiarism very seriously and it is always addressed, but the program's role in helping international students understand U.S. educational norms means that our approach does not usually lead to dismissal in the first instance.

Ignorance of (not knowing) the School's policy concerning academic dishonesty is not a defense in any situation. The American Language Program and the School of Professional Studies hold each member of the community responsible for understanding these rules and for following them.

12. Disciplinary Charges

Students who have concerns about a student's behavior, specifically about his/her academic integrity, can submit a report online to the [Office of Student Conduct and Community Standards](#).

For students found guilty of academic dishonesty or misconduct, the sanctions (punishment) range from warning to probation (given a trial period to improve), suspension (must leave school for a period of months), or dismissal (must leave school permanently).

The student may appeal the decision in writing within two weeks. Appeals concerning suspension or dismissals must be addressed to the Dean of the School; all other appeals should be addressed to the Committee on Academic Standing.

For more information regarding disciplinary hearing procedures see the [Standards and Discipline document](#).

Academic Integrity Pledge

Every ALP student signs the Academic Integrity Pledge in Canvas at the beginning of each session.

Columbia University | School of Professional Studies

Columbia University expects students to act with honesty and proper behavior and to respect the rights of others at all times, both on campus and off. Any academic dishonesty in any form, or any personal behavior that disrupts the life of the University or hurts members of the University community will not be accepted and will result in serious action.

Because the School of Professional Studies takes matters of intellectual honesty very seriously, academic dishonesty is not tolerated. It is punishable by suspension or dismissal from the School.

Acts of academic dishonesty include but are not limited to:

- **Cheating on examinations**, including the American Language Program Placement test.
- **Making up** (inventing) information in any course or laboratory work.
- **Misrepresenting** (giving incorrect information) about one's academic record at Columbia or elsewhere.
- **Plagiarizing** (copying) another's work or one's own, including the submission of work prepared by or purchased (bought) from another.
- **Helping others in plagiarism.**
- **Lying** in connection with any academic matter, including applications for admission or financial aid.
- **Creating, changing or misusing** University documents.
- **Improperly using** libraries or the materials they contain. The School also prohibits behavior that interferes with the operation of the University or with the activities of other members of the University community. Examples of these behaviors include but are not limited to:
 - **Smoking** in any indoor area and any area with signage indicating that smoking is prohibited.
 - **Harassing** (annoying) or **intimidating** (scaring) others.
 - **Making rude, abusive, or insulting comments** about another person's gender (male/female), race (skin color), nationality/culture, religion, disability, age or sexual orientation.
 - **Interfering** with research or instruction.
 - **Improperly using** (not using correctly) University services, equipment, or facilities, including University e-mail and telephones.
 - **Failing to follow** (not following) a legitimate order of the University authority.

Academic and behavioral misconduct carry severe punishment. Plagiarism (copying someone else's writing or one's own writing), whether or not it is intentional, results in a failing grade on the assignment and in the course. For degree candidates in the School of Professional Studies, it also means immediate dismissal from their program of study. Students enrolled through other divisions of the University, if accused of any of the offenses mentioned above, may be referred to their home schools for disciplinary hearing and possible suspension or dismissal.

Ignorance of (not knowing) the School's policy concerning academic dishonesty is not a defense in any situation. The American Language Program and the School of Professional Studies hold each member of the community responsible for understanding these rules and for following them.

By signing your name on the pledge, you state that you have read and understood the document, and intend to honor the principles of the academic integrity central to the Columbia University community.

Academic Resources

1. [Bookstore](#)

Columbia University Bookstore, 2922 Broadway at West 115th Street, Alfred J. Lerner Hall, Lower Level

Telephone: (212) 854-4131

Store Hours: Monday to Friday: 9:00 AM - 9:00 PM; Saturday and Sunday: 11:00 AM - 6:00 PM

Here you can buy your textbooks (as well as sell them back at the end of the semester).

The bookstore sells new and used versions of your textbooks, many other books, stationery, and Columbia University t-shirts, sweatshirts etc. Save your receipts, in case your level changes during the first week of the semester.

2. Canvas

You can find everything related to your course on Columbia University's course management platform [Canvas](#). Take a tour of Canvas [here](#).

You can also access Canvas by searching for it on the homepage of the [Columbia University website](#). To log into Canvas, use your UNI and password.

If you need help with Canvas, find the **Help** or **Call Us** link in Canvas to talk to someone.

2. Technical Support from CUIT



If you are having trouble with LionMail, your UNI or password, you can contact CUIT:

- Call 212-854-1919 or
- Submit a ticket to the [Service Desk](#)

3. Libraries

Columbia University Library is ranked as one of the five best academic library systems in the United States. It has 22 specialized libraries with over 10 million volumes and 100,000 current journals. Columbia's libraries have converted over 40% of their content to digital. [Visit their website](#) for access to books, magazines, academic journals, and music.

Butler Library is open 24 hours a day.

Some libraries do not allow outside food or drink.

Note: Some study spaces may be closed until further notice.

4. Your Academic Record

Proof of Enrollment

Sometimes students need to prove (show) that they are a student at the ALP. There are three ways to do this:

(1) Academic Certification

Academic certification shows dates of attendance and student status (full-time or part-time) by term. Students usually need this for health insurance, visa, employment and credit reasons. This service is free. Click [here](#) for information about requesting an academic certification. You can make a request for academic certification by going to [Student Services Online](#) (SSOL) and logging in with your UNI.

(2) Official Columbia Transcript

A transcript is an official record of a student's entire time of study at Columbia. It shows all the courses you attended at the University and your grades. You may need this if you are applying to undergraduate or graduate school in the US.

You can make a request for a transcript by going to [Student Services Online](#) (SSOL) and logging in with your UNI.

(3) Enrollment Certification Letter

An enrollment certification letter is a special letter written by the ALP Immigration Officer. It notes your status as a full-time student and gives the start and end dates of the ALP session for which you are registered. You may need this to apply for a driver's license or open a U.S. bank account before classes begin.

If you need an Enrollment Certificate letter, please contact Tomasz Tuleja at t.tuleja@columbia.edu. Your letter will be ready in 1-2 business days. This service is free.

Privacy

The Family Educational Rights and Privacy Act (FERPA) allows you to keep your student record (your courses and grades) private. While parents/guardians/spouses/sponsor organizations and others may have an interest in your record, Columbia University will not release your educational record to them unless you agree in writing. Students may choose to complete and submit a "FERPA Release Form" to allow access or release of their educational record. You may request a FERPA Release form from alp-advising@columbia.edu. Once submitted, the form is kept on file at the Student Life Office. Additional information may be found at the [U.S Department of Education website](#).

Connecting to Columbia and NYC

Being a Columbia student is more than just attending classes! You can join clubs, conferences, and other special events that interest you. This is a great way to practice your English while becoming a part of the Columbia community.

1. ALP Activities, Advising, and Workshops

The ALP offers activities, advising and workshops throughout the semester so that students can connect, practice English and work on their goals. Check your email and listen for announcements from teachers.

2. School of Professional Studies and Columbia University Events

Whether you're looking for social, cultural, networking, political or educational events, you can find something happening around campus almost every day. As an ALP student, you are part of the School of Professional Studies, which posts events on the [SPS Campus Groups website](#). Log in with your UNI and password to sign up for what interests you.

For a calendar of university-wide events, see the [Columbia events page](#). Be sure to check if RSVP is required.

3. NYC Museums

You can get into many [NYC museums for free](#) with your student ID. Some are still closed, and many museums currently require timed entry, so check websites for updates. Make sure the sticker on your ID is up to date for the semester/year.

The Africa Center	American Folk Art Museum
The American Numismatic Society	Asia Society Museum
The Bronx Museum of the Arts	Center for Brooklyn History
The Met Cloisters	Caribbean Cultural Center African Diaspora Institute
El Museo del Barrio	Goethe-Institute
International Center of Photography	Intrepid Sea, Air & Space Museum
Japan Society	The Jewish Museum
The Metropolitan Museum of Art	The Morgan Library & Museum
MoMA P.S. 1	Museum of Modern Art (MoMA)
Museum of Jewish Heritage	New York Transit Museum
Nicholas Roerich Museum	The Noguchi Museum
The Paley Center for Media	Queens Museum
Schomburg Center for Research in Black Culture	Socrates Sculpture Park
Studio Museum in Harlem	The Miriam and Ira D. Wallach Gallery

4. Religious Communities

Columbia University is a secular university, not a religious one. However, there is a diverse religious community at Columbia, and Campus Ministries provides ways for students to get involved in various religious groups. For information on connecting remotely with a faith community this semester, visit their [website](#). Religious advisors are available for counseling and care. Dr. Ian Rottenberg ir2379@columbia.edu is available for interfaith counseling and can also direct you to counseling from a leader in your faith tradition.

5. Language Exchange Program (LEP) – Fall and Spring Semesters Only

The American Language Program runs the Language Exchange Program, which offers students additional opportunities to practice English outside of class. An ALP student is paired with an English-speaking Columbia student learning his/her language. The two students then meet and spend time speaking their two languages. To request a language partner, complete the [online application](#). Once you have submitted your application, we will try to connect you with a language partner that matches your needs. A language partner is not guaranteed, as it depends on how many Columbia students sign up. Some applicants of less common languages may be placed on a waitlist if a partner in that language cannot immediately be found. The program is not active in the summer.

6. Columbia University Clubs

ALP students are welcome to join a number of Columbia University student clubs and organizations.

There are over 100 student clubs and 40 sports clubs on campus where you can meet students who share your interest in music, politics, games, culture etc. It's a great way to practice your English and meet other Columbia students.

For a list of clubs visit the [Lion Clubs](#) page on the Columbia website to find out which will be active this semester.

Dining

1. On Campus Options

There are several student cafés on campus that serve coffee/tea, soup, sandwiches, salads, & snacks. Many on-campus options are closed during the summer and may be unexpectedly closed due to Covid-19.

- Avery Hall – Brownie’s Café
- Dodge Hall – Joe Coffee
- Journalism Building – Up Coffee
- Lerner Hall – Blue Java Café; Café East (Bubble Tea & Sushi)
- Mudd Building – Carleton Deli
- Northwest Corner Building – Joe Coffee - also open during weekends
- Uris Hall – Uris Deli

You may purchase a meal plan, set up a debit account (also known as “Dining Dollars” and the “Flex Account”), or pay by cash. John Jay Dining Hall offers Kosher and Halal meals, as well as vegan and gluten-free dishes. For more information about these options, see <http://www.columbia.edu/cu/dining/>.

Many students prefer to eat in the many cafés and restaurants located in the area. Below is a list of restaurants and markets in the Morningside Heights neighborhood.

2. Restaurants & Markets in the Neighborhood

On Broadway—walking south (left) from the 116th St. gate

Morton Williams Market	(groceries and deli) at 115 th
Pret a Manger	(sandwiches, breakfast, coffee) between 115 th and 116 th
Starbucks	(coffee, etc.) between 114 th and 115 th
Sweet Green	(salads) between 114 th and 115 th
Mill Korean	(Korean Barbeque restaurant) between 112 th and 113 th
Symposium	(Greek restaurant) on 113 th between Broadway & Amsterdam
Milano Market	(Italian deli/café) between 112 th and 113 th
Junzi	(Chinese restaurant) between 112 th and 113 th
Dig Inn	(Local, organic American food) between 112 th and 113 th
*Tom’s Restaurant	(diner/American food) at 112 th
Community Food & Juice	(healthy and organic food) between 111 th and
112 th Mel’s Burgers	(burger restaurant) between 111 th and 110 th
Starbucks	(coffee, etc.) between 111 th and 110 th
Chipotle	(burritos) at 110 th
Westside Market	(grocery store) at 110 th

On Amsterdam Ave.—walking south (right) from the 116th St. gate

Hamilton Deli	(sandwiches) at 116 th
Hungarian Pastry Shop	(Café) between 110 th and 111 th
V&T Restaurant	(pizza & Italian) between 110 th and 111 th
Happy Hot Hunan	(Chinese restaurant) between 107 th and 108 th
Thai Market	(Thai restaurant) between 107 th and 108 th

On Amsterdam Ave.—walking north (left) from the 116th St. gate

Apple Tree	(food market) at 120 th
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Massawa	(Ethiopian restaurant) between 120 th and 121 st
Max Soha	(Italian restaurant) at 122 nd
Dun Huang	(Chinese hand pulled noodles) between 122 nd and 123 rd

Farmers' Market on Thursdays & Sundays near 114th St. gate

*You might see people taking photos in front of this restaurant. It became famous from a much-loved 1990s TV show, *Seinfeld*.

3. Restaurant Guidelines

- Tipping at Restaurants in NYC

Unless you have a party of 6 or more people, the service charge is usually not automatically added to restaurant bills. However, these days you may see an additional service charge added to your bill as restaurants recover from the pandemic. In restaurants, you are expected to tip the waiter or waitress about 20% of the total check. In New York City, you can easily leave the appropriate tip amount by doubling the 8.875% sales tax. Tipping less than 15% is considered very rude. Even for bad service, 15% is considered normal.

In a bar, you are expected to tip around 20%, as you do in a restaurant.

- Drinking in NYC

The legal age for buying and drinking alcohol in the US is 21. Many stores, bars and restaurants will “card” you (ask to see your passport, ID or driver’s license) before they will sell you alcohol – this is normal. Note that it is illegal to have an open container of alcohol in public places, including city parks.

Transport, Shopping and Services

1. Getting Around

Note: Masks are required for all public transport.

Subway

The subway is the main mode of transportation for New Yorkers. It’s safe and usually quicker than other transport. The 1 local train stops at 116th and Broadway. You can connect to the 2/3 express trains at 96th Street which will get you downtown more quickly. Note: uptown 2/3 trains follow a different route and do not stop at Columbia! Also beware: some local subway stations (example 110th) have a downtown entrance and an uptown entrance. You cannot change platforms after you enter, so make sure you’re going in the right direction!

The subway is open 24 hours a day.

Bus

The M4, M5, M11, M60 and M104 buses all stop at 116th and Broadway. The M60 is a direct link to LaGuardia Airport. You need to insert your MTA card into a kiosk and get a receipt before getting on the M60 and other SBS buses.

Intercampus Shuttle Bus

With a CUID you can take the free Columbia shuttle bus within the Columbia community. From the 116th campus, this includes south to 96th St, east across 125th St, north to the Manhattanville campus or the Medical Center, and other places in between. Check the maps and schedules on the [shuttle website](#).

Car

You can park on the streets around campus (but watch for parking meters and alternate side parking restrictions). There are also parking garages close to campus.

You can download NYC transit apps to your phone to help you with the subway and buses. Google or Apple Maps can also give you directions – walking, bus, train, car or bicycle.

Citi Bike

Citi Bike was designed for quick trips and is a fun way to get around the city. Using the Citi Bike or Lyft app, you can locate the nearest available Citi Bikes, and then unlock one using either app. A single ride costs \$3.50. Return your bike to any station. Wait for the light to turn green on the dock to make sure it's locked.

2. Shopping, Services and Local Supplies

If you want something in New York, chances are you can find it.

You can find restaurants and food in every neighborhood 24 hours a day, 7 days a week. Many pharmacies and delis are open all day and night. Google or Apple Maps will give you locations and tell you what is open and where to find it.

Most major retail and department stores open at 9 or 10am, close at 7pm or later, and are open 7 days a week.

SALES TAX: You have to pay sales tax on everything you buy. Note that the tax is NOT included in the price listed on any items, but is added when you pay. In New York City the sales tax is 8.875%

Here are some local listings for places you might need:

Phone Services: T-Mobile on 111th and Broadway
 Verizon on 109th and Broadway
 Sprint on 108th and Broadway
 AT&T on 106th and Broadway

School and class supplies: University Stationery on Broadway between 115th & 116th
 Barnes and Noble on Broadway and 115th
 Book Culture on 112th between Broadway & Amsterdam

Post Office: on 112th between Broadway & Amsterdam

Banks: Citibank on 112th and Broadway
 TD Bank on 109th and Broadway
 Popular Community Bank on 109th and Broadway
 Bank of America on 107th and Broadway

ATMs: Santander in Lerner Hall
 Santander in Uris Hall
 Citibank in Barnard Hall
 Chase Bank on Broadway at 113th
 Citibank on Broadway at 111th
 Bank of America on Broadway at 107th

You can also find ATMS in many delis and stores. Note: if you get money from an ATM that is not your bank, then often you have to pay fees. Sometimes you pay fees twice: your bank AND the ATM can charge you.

General Advising

Moving to a different country, or to a big city like New York, is a completely new experience for a lot of people. Many things may be strange or confusing. Don't worry - we're here to help!

If you have questions about anything (being in New York, public transport, getting involved at Columbia, where to buy food, how to get your phone to work, how to see a doctor) talk to us! The Assistant Director of Student Life, Jana Quigley, is available to answer questions and help you adjust to life in New York. Send an email to jmq2107@columbia.edu to make an appointment.

Here are some questions ALP students often ask:

- How do I meet people?
- Where can I volunteer?
- How do I print my health insurance card?
- How do I get an eye check-up?
- What is the best MetroCard to buy?

Housing

1. Campus Housing

In Fall, accommodation is not available for ALP students because of Covid-19.

2. Non-Columbia Housing

A list of non-Columbia student residences can be found on the [ALP website](#).

The list is for convenience only and does not imply any endorsement of these private companies by Columbia University. Please contact these organizations directly for more information about availability, housing rates and application procedures.

3. Apartment Rentals

Good, inexpensive apartments are extremely difficult to find, especially around the Morningside Heights area. You may have to live far away from campus and commute. You may also need to find a roommate or sublet an apartment. For important information about the process of renting an apartment in NYC (including financial obligations), click [here](#).

Apartments may be found through online searches, an agent, or Columbia [Off-Campus Housing Assistance](#). The OCHA website lists available rooms and apartments in non-Columbia-owned buildings and sublets of units in Columbia-managed housing. Only Columbia students, faculty, staff and alumni can view the listings, so you must first log in with your Columbia UNI and password.

Columbia's Off-Campus Housing Assistance (OCHA) Office

Phone: (212) 854-2773

Email: ocha@columbia.edu

Web: <https://residential.columbia.edu/ocha>

Community Standards of Behavior

1. Smoking Policy



According to New York State Law, there is no smoking inside any building on Columbia's campus (i.e. Lewisohn Hall, Lerner Hall, Schapiro, Kent Hall, etc.)

Smoking is only permitted at certain places on campus. Look for "Designated Smoking Areas". The nearest one is between Dodge Hall and Lewisohn Hall, near the steps.

Students must not smoke in areas designated as prohibited (especially in front of Lewisohn Hall). Any student caught in violation of this University rule will be brought up on disciplinary charges, which will likely result in dismissal from ALP without a refund of tuition.

2. Cell Phone and Social Media Policy

The ALP requires that all students switch their cell phones to 'silent' or 'off' during class time. The no cell phone policy applies to texting, email, calls and social media. It is disrespectful to use your cell phone while in class. Your instructors will ask you to put it away.

3. Behavioral Standards

Columbia University expects students to behave properly and to respect the rights of others at all times, both on campus and off. Any personal behavior that disrupts the life of the University or hurts members of the University community will not be accepted and will result in serious action.

The School prohibits behavior that interferes with the operation of the University or with the activities of other members of the University community. Examples of these behaviors include but are not limited to:

- Harassing (annoying) or intimidating (scaring) others.
- Making rude, abusive, or insulting comments about another person's gender (male/ female), race (skin color), nationality/ culture, religion, disability, age or sexual orientation.
- Interfering with research or instruction.
- Improperly using (not using correctly) University services, equipment, or facilities, including University e-mail and telephones.
- Failing to follow (= not following) a legitimate order of a University authority. Behavioral misconduct carries severe punishment.

4. Protection against Discrimination and Sexual Harassment

Columbia University is committed to providing a learning, living, and working environment free from discrimination, harassment and gender-based and sexual misconduct.

The university and government take complaints about sexual harassment and discrimination (based on race, national origin, religion, disability, medical condition, marital status, sexual orientation, gender identity, gender expression, or any other legally protected status) very seriously. It provides students who believe that they have experienced conduct or behavior of this kind with ways to report it and complain.

If you believe that someone has acted inappropriately towards you, you can [report it online](#).

This includes:

- Sexual harassment or misconduct by a student or University employee
- Discrimination (i.e. age, race, nationality, religion, disability, medical condition, marital status, sexual orientation, gender identity, gender expression, or any other legally protected status) by a student or a University employee

Your report will be reviewed and referred to the appropriate University office.

Gender-Based Misconduct Office

[Sexual misconduct complaints](#)

For more information, read the [Gender-Based Misconduct Policies for Students](#)

Dean's Discipline Process

All other student-based discrimination complaints follow the [Dean's Discipline Process](#). The Associate Dean of Student Affairs for the School of Professional Studies will investigate.

Office of Equal Opportunity and Affirmative Action

The [EOAA](#) office handles complaints relating to, and made by, University employees.

For more information, read the [Employment Policy and Procedures on Discrimination, Harassment, Sexual Assault, Domestic Violence, Dating Violence and Stalking](#).

If you file a formal complaint saying, for example, that someone touched you inappropriately or treated you differently because of your race, there will be an investigation by campus agencies.

Appropriate disciplinary action may be taken against any student or employee who violates the University's policies against harassment, discrimination, and sexual misconduct.

Please talk to the ALP Advisor or your teachers if you have questions or concerns. Note: Columbia University employees have a 'Duty to Report'. This means if you tell your teacher or the Advisor that something bad has happened to you, we must report it. We cannot keep it a secret. This is to keep you safe.

Columbia offers several confidential resources to students who believe they were subjected to discrimination, harassment or gender-based or sexual misconduct.

[Counseling and Psychological Services](#) (212) 854-2878

[Sexual Violence Response Support Center](#) (212) 854-HELP

[Office of the University Chaplain](#) (212) 854-6242

[Medical Services](#) (212) 854-2284

4. More Essential Policies for the Columbia Community

[Essential Policies for the Columbia Community](#) lists Columbia University policies on a broad range of topics, including policies about attendance, alcohol and drugs and leaves of absence. As a member of the Columbia University community, you are responsible for following the University's policies, as well as local, state and federal laws. These policies are in place so that all members of the Columbia community can safely and successfully focus on studies and take part in campus life.

Safety

1. Safety on Campus & in the Columbia Neighborhood

More information about the below services can be found on the Columbia University [Public Safety Website](#).

Sign up for Text Message Notifications

The University can text you emergency updates about weather and public safety emergencies, transit interruptions and campus closures. Stay in touch by signing up [here](#).

Campus Emergencies

Call 212-854-5555 (#4-5555 from a campus phone) to report a fire, medical or security emergency on campus. Columbia Public Safety answer calls 24/7.

You can also use an Emergency Call Box (blue light phones). The Call boxes are located all over campus. Pressing the red button will connect you directly to Public Safety.

Get Home Safe

Columbia Transportation has partnered with Public Safety and Via to provide free on-demand transportation service within the Columbia neighborhood as an alternative to walking alone at night. The evening shuttle operates 7 days a week from 4:00pm-4:00am. You must download the Via app first to begin using, then request rides from the app. Don't forget to bring your CUID with you. For more information about the coverage area map and promo code to access free rides, visit the [website](#).

Stop in a Safe Haven Location

If ever you don't feel safe walking home, waiting for a bus or walking to a car you can go into any local business with a Red Lion in its window. The Red Lion means the store is part of Columbia's Safe Haven Program. The store can call Public Safety or the police for you, and help will come. More than 130 businesses participate in this program.

Use the free Columbia Shuttle in the Columbia Neighborhood

With a CUID you can take the free Columbia shuttle bus within the Columbia community. From the 116th campus, this includes south to 96th St, east across 125th St, north to the Manhattanville campus or the Medical Center, and other places in between. Check the maps and schedules on the [shuttle website](#).

2. Safety Tips for Living in NYC

To Report an EMERGENCY in NYC, call 911

New York is generally safe, but as in any big city, it is still important to be careful and 'street smart'. Always be alert and know what's around you.

- Walk with confidence and be aware of people around you.
- Be careful with your money in public places.
- Don't keep your wallet or valuables in your back pocket or an easily accessible outside pocket of your bag.
- Don't leave bags and valuables unattended.
- Always lock your dorm or apartment door.
- Be careful in city parks after dark, especially Morningside Park. Try to walk on well-lit streets where there are other people.
- When riding the subway late at night, try to ride in cars with lots of other people.
- Only hail (raise hand to get the attention of) yellow or green taxi cabs. You can also use Uber or Lyft anywhere in New York City.

Lost Property

Lost something? Try 504 Lewisohn first if you left it in a classroom. You can also go to Public Safety in Low Library, Room #111 or call 212-854-2797. You can also complete a [Lost and Found form](#) on the Public Safety website:

Complaints

We hope that your time at Columbia is productive and enjoyable. If you are not satisfied, please tell us. We will try to make it right.

If you have a problem with your class, talk first to your instructor. If required, you can then contact Mary Pickett, ALP Director, at mp3045@columbia.edu

If you have a non-academic problem, please contact Jana Quigley, Assistant Director of ALP Student Life, at jmq2107@columbia.edu. You will be directed to the right person.

Usually, a meeting will solve the problem. If, however, you are still not satisfied after your meeting, you may make a formal complaint in writing.

To make all other complaints, write to: Mary Pickett, ALP Director (mp3045@columbia.edu)

Your complaint must include full details, including names of any people involved (if applicable). The complaint will be reviewed and you will receive a response within 24 hours. Further action, if and when necessary, will be taken by the University within 7 days.

COLUMBIA UNIVERSITY - MORNINGSIDE CAMPUS MAP

